

# The 16<sup>th</sup> Congress of the ASIA-PACIFIC VITREO-RETINA SOCIETY

held in conjunction with APOIS 2023 Congress, APSEG 2023 Annual Meeting and ASMHK 2023

December 8-10, 2023 | Hong Kong Convention  
and Exhibition Centre

Hosts



APOIS



## EXHIBITOR MANUAL

**December 8-10, 2023**

Hong Kong Convention and Exhibition Centre

**Organizer:**

The Asia-Pacific Vitreo-retina Society

Phone: (852) 3892-5017

Fax: (852) 2715-9490

Email: [secretariat@apvrs.org](mailto:secretariat@apvrs.org)

Website: <https://2023.apvrs.org/>

**PCO:**

I-Concept Event Ltd.

Phone: (852) 2136 5430

Email: [info@i-concept-event.com](mailto:info@i-concept-event.com)

**Official Contractor:**

Pico International (HK) Ltd.

Phone: (852) 2665-0990

E-Mail: [ian.li@pico.com](mailto:ian.li@pico.com)

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# 1. GENERAL INFORMATION

## The Event

The 16th Congress of the Asia-Pacific Vitreo-retina Society held in conjunction with APOIS2023 Congress, APSEG 2023 Annual Meeting and ASMHK 2023

## Event Venue

### Scientific Sessions:

S400 series and Hall 5G

### Exhibition:

Hall 5F,  
Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong

Tel: (852) 2582 8888      Fax: (852) 2582 7106

## Show Period & Opening Hours

8 December 2023 (Friday) 08:30-18:30

9 December 2023 (Saturday) 08:30-18:30

10 December 2023 (Sunday) 08:30-15:30

## Public Visitor Admission Fee

Registration is limited to delegates from industry only.

<https://2023.apvrs.org/registration>

## Venue Specifications

<b>Venue</b>	Hall 5F, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong
<b>Floor Loading</b>	Approx. 1,700 kg/sqm.
<b>Booth Height</b>	Maximum 2.5m for Standard and Premium Booth; maximum 3.5m for raw space. (Exceptions can be made for Exhibitor subject to written approval from the Organizer)
<b>Ceiling Height</b>	8.25m
<b>Freight Entrance</b>	Largest dimension 2.5m (W) x 3m (H) – For exhibitor Phase 1 Loading Dock Entrance Dimension: 5.5mW x 4.2mH
<b>Ventilation</b>	Air-conditioned
<b>Electrical Supply</b>	Basic hall lighting and electricity will be provided by the Organizers. Standard electricity supplies are 220V 50Hz for single phase, and 380V 50Hz for three phases.
<b>Wi-Fi Access</b>	Exhibitors and visitors can use wireless internet connectivity on a complimentary basis. Wireless connection is available in the Convention Foyer and will only be activated during Exhibition period. Access to the wireless network depends on the compatibility of the devices to this service. The Organizers and HKCEC cannot guarantee the compatibility and stability of the service.
<b>Smoke-Free Venue</b>	To comply with the provisions of the Smoking (Public Health) (Amendment) Ordinance of HKSAR Government, Hong Kong Convention and Exhibition Centre is a smoke free building. No smoking will be permitted within any of the venues and public circulation areas.
<b>Fire Safety</b>	Fire shutter and hose reel cannot be blocked at all times. All fire exit doors must not be obstructed and must remain available for use at all times. Do not obstruct fire exits.
<b>Parking</b>	Parking is available in HKCEC Convention Plaza (Harbour Road) Car Park. The car park is underground with entrances on Harbour Road and Convention Avenue. Parking space is on a first-come-first-served basis. Please contact Urban Parking at (852) 2582 7079 for details.

## 2.CONTACTS FOR EXHIBITION RELATED SERVICES

<p><b><u>ORGANISER</u></b></p> <p>APVRS Secretariat c/o The Chinese University of Hong Kong, Department of Ophthalmology &amp; Visual Sciences, Hong Kong Eye Hospital, 4/F, 147K Argyle Street, Kowloon, Hong Kong</p>	<p><a href="tel:(852)3892-5017">Tel: (852) 3892-5017</a> Fax: (852) 2715-9490 Email: <a href="mailto:secretariat@apvrs.org">secretariat@apvrs.org</a></p>
<p><b><u>Appointed PCO</u></b></p> <p>I-Concept Event Ltd.</p> <p>6/F, Chun Hoi Commercial Building, 688 Shanghai Street, Mongkok, Hong Kong</p>	<p><a href="mailto:angelalai@i-concept-event.com">Ms. Angela Lai</a> Tel: (852) 2316-5430 What's app: (852) 9794-2755 Email: <a href="mailto:angelalai@i-concept-event.com">angelalai@i-concept-event.com</a></p>
<p><b><u>Official Contractor</u></b></p> <p>Pico International (HK) Ltd.</p> <p>Pico House, 4 Dai Fu Street, Tai Po Industrial Estate New Territories, Hong Kong</p>	<p><a href="mailto:ian.li@pico.com">Mr Ian Li</a> Tel: (852) 2665-0990 Email: <a href="mailto:ian.li@pico.com">ian.li@pico.com</a></p>
<p><b><u>Official Forwarder</u></b></p> <p>Dragon Link Enterprises Ltd.</p> <p>Hong Kong Office Unit B, 15/F., Way On Comm. Bldg., 500 Jaffe Road, Causeway Bay, Hong Kong</p>	<p><a href="mailto:frances@dragon-link.com.hk">Ms Frances Wong</a> Tel: (852) 2836-5166 Mobile Phone: +852 9198-6988 Fax: +852 2838-4856 Email: <a href="mailto:frances@dragon-link.com.hk">frances@dragon-link.com.hk</a> <a href="mailto:dragonlk@netvigator.com">dragonlk@netvigator.com</a></p>

### 3. MOVE-IN & MOVE-OUT SCHEDULE

Details	Date	Time
<b>Setup</b>		
Official Stand Contractor Move-In	6 December 2023	08:00-22:00
Non-Official Stand Contractor Move-In	6 December 2023	14:00-22:00
Exhibitor Move-In for Decorating the Stands	7 December 2023	14:00-22:00
<b>Show Days</b>		
Exhibitor Access to Exhibition Halls (Only exhibitor with Exhibitor Badge)	8 December 2023	08:00-18:30
	9 December 2023	08:00-18:30
	10 December 2023	08:00-15:15
<b>Dismantling</b>		
Move-Out of Exhibits	10 December 2023	15:15-18:00
Stands Dismantling	10 December 2023	18:00-23:30

#### Important Notes:

- Exhibitors will NOT be allowed to the exhibition area until 14:00 on 7 December 2023. The area will be unsafe for exhibitors before this time.
- All contractors and forwarders MUST wear a reflective vest during the move-in and dismantle period.
- All contractors and forwarders need to follow the venue Contractors Access Policy.
- Your exhibiting area must be fitted and decorated by 22:00, 7 December 2023.
- During the exhibition show days, exhibitors are permitted to remain in the exhibition area to redress their stands for half an hour after the Exhibition closes. However, exhibitors requiring a longer period than this must obtain written permission from the Organizer prior to closing for security and hall lighting to be arranged.
- All exhibitors must clear their exhibits and materials by 18:00 on 10 December 2023, in order for the dismantling to begin. Any delay to the contractor may result in a serious fine.
- On dismantling day, no early moving out is allowed before 15:15 10 December 2023.

# Emergency Procedure

## Typhoon Attack & Black Rainstorm Warning Signal

All exhibitors are requested to note the following emergency measures which will be implemented in case of a Typhoon.

Signal No. 8 (or above) and Black Rainstorm Warning Signal is hoisted during the Show.

### Move-in day (6 – 7 Dec 2023)

1. In case of Typhoon Signal No.8 (or above) or Black Rainstorm Warning Signal is hoisted on the move-in day, the move-in procedure will continue if situation allows.

### Show Period (8 – 10 Dec 2023)

1. Pre-No. 8 (or above) Special Announcement and Tropical Cyclone Warning Signal No.8 (or above) is issued before the opening of the Show (i.e., 8:15 a.m.), the Show will remain closed.

2. Once Pre-No. 8 (or above) Special Announcement and Tropical Cyclone Warning Signal No.8 (or above) is issued during the opening hours of the Show, the Organizer will make an announcement that the Show will be closed in two hours. The registration counter will be closed immediately, and no further admission will be allowed. (The exact closing time is subject to the discretion of the Organizer).

3. If Tropical Cyclone Warning Signal No.8 (or above) is cancelled on or before 2:00 p.m., exhibitors shall go to the exhibition hall for preparation and the Show will be re-opened two hours after the cancellation.

4. If Tropical Cyclone Warning Signal No.8 (or above) is cancelled after 2:00 p.m., the Show will remain closed.

5. If the Black Rainstorm Warning Signal is issued during the operating hour of the Show, the Show will remain open.

Exhibitors and visitors are encouraged to stay in the exhibition hall for their own safety. Registration of visitors will remain open.

### Move-out day (10 Dec 2023)

1. Organizer will carry-on the move-out procedure even Typhoon Signal No.8 (or above) or Black Rainstorm Warning Signal is issued on the move-out day.

For any enquiries related to Typhoon Attack & Black Rainstorm Warning Signal special arrangement during the Show period, please call I-Concept Event Ltd./ Phone: (852) 2136 5430 **for assistance.**

## 4. EXHIBITOR CHECKLIST

Compulsory		
Exhibitor Form	Deadline	Return To
Form A1 – Exhibitor Summary	27 Oct 2023	<b><u>Pico International (HK) Ltd</u></b> Mr Ian Li Tel: (852) 2660 0990 Email: <a href="mailto:ian.li@pico.com">ian.li@pico.com</a>
Form A2 – Fascia Name		
Form A3 – Location Plan (For Standard Booth)		
Optional		
Exhibitor Form	Deadline	Return To
Form A4 – Additional Graphics Support	27 Oct 2023	<b><u>Pico International (HK) Ltd</u></b> Mr Ian Li Tel: (852) 2660 0990 Email: <a href="mailto:ian.li@pico.com">ian.li@pico.com</a>
Form A5 – Additional Furniture Rental		
Form A6 – Additional Electrical Fitting Rental		
Form A7 – Additional AV & Other Facilities Rental		
Form B3 – Vehicle Pass	27 Oct 2023	<b><u>Pico International (HK) Ltd</u></b> Mr Ian Li Tel: (852) 2660 0990 Email: <a href="mailto:ian.li@pico.com">ian.li@pico.com</a>

### Remark:

- Exhibitors are required to return all compulsory forms, and optional forms if applicable, to related parties ON OR BEFORE respective deadlines, with all necessary attachments including payment, samples, plans and other relevant materials.
- Exhibitors who join the Exhibition after the deadline stipulated should submit all forms IMMEDIATELY.
- A surcharge will be imposed upon any late submission of order forms.**

All orders must be submitted to respective parties as listed above, and: Together with full payment. Otherwise, a late surcharge (30% / 50% additional surcharge) will be imposed.

- No amendments to orders can be made once submitted.
- All items are non-refundable or cannot be changed to other items.
- All the items are provided on a rental basis, any damage or loss will be charged at market value.

Normal Price	30% Late Charge	50% Late Charge
Submit Orders On or 27 Oct 2023	Submit Orders within 28 Oct – 30 Nov 2023	Submit Orders On or later than 1 Dec 2023



## 5. VENUE ACCESS

### 5.1. Exhibitors Access

#### Access & Pick Up of Exhibitors Badges

- Exhibitor badges will be required for accessing the exhibition hall at all times.
- Exhibitors can collect exhibitor badges from the PCO on Dec 7, 2023, starting from 15:00.
- Exhibitors will be required to show a business card for identity verification.

#### How to Get to the Venue?

Hall 5F is in Phase 1 Marshalling Area at Convention Avenue and take container lift/ freight to L5. The nearest public entrance is from Harbour Road entrance.

##### MTR (MASS TRANSIT RAILWAY)

Alight the MTR at Wanchai Station and exit at A5 to HKCEC. It is about 15-20 mins walk.

##### TAXI

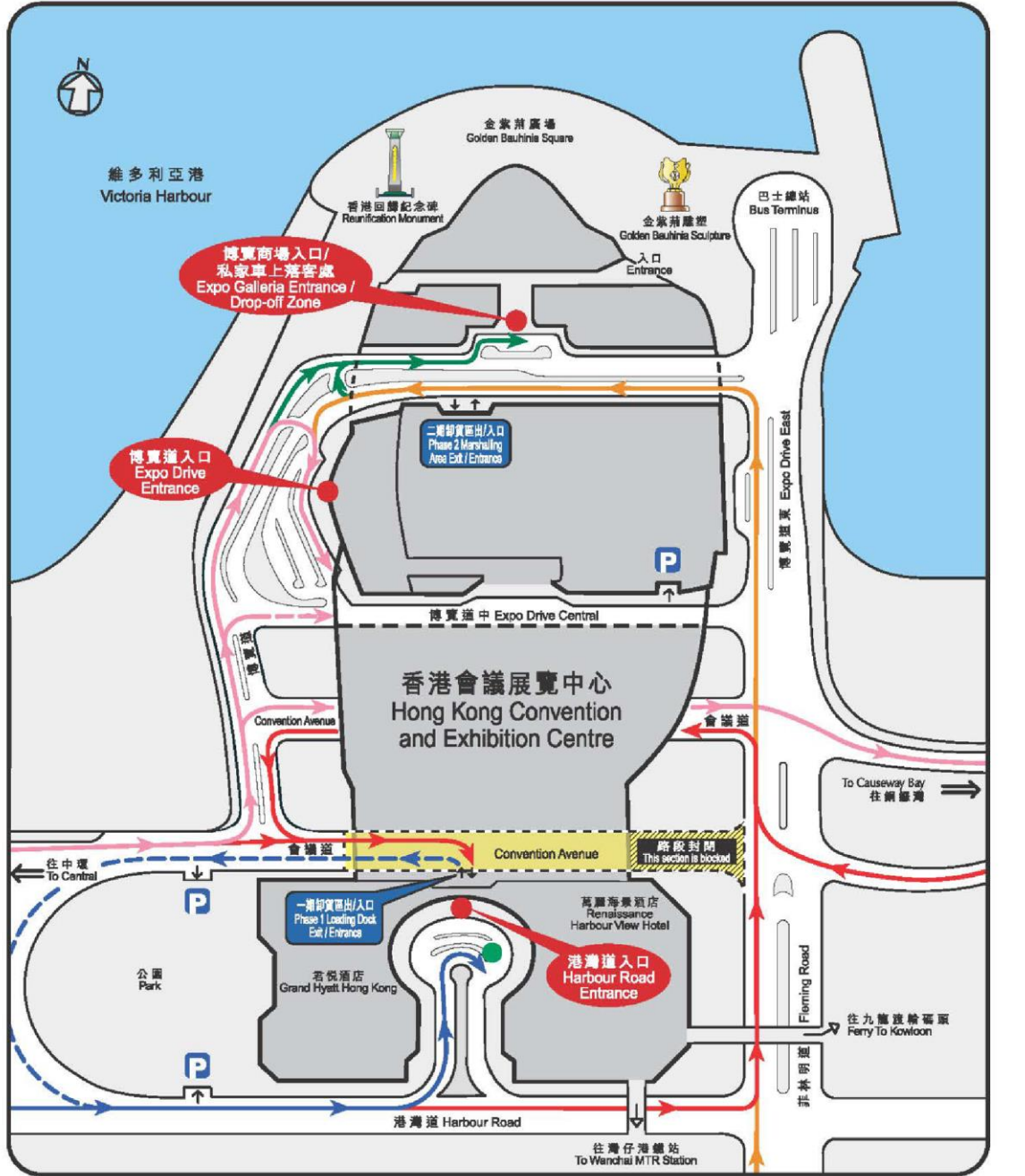
Please ask the driver to drop you off at the Harbour Road Entrance of the Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong.

香港灣仔博覽道一號香港會議展覽中心


## 5.2. Contractors Access Policy

# 香港會議展覽中心 Hong Kong Convention and Exhibition Centre

## 主要入口示意圖 Main Entrance Locations



- 的士站  
Taxi Stand
- P 停車場入口  
Carpark Entrance
- 此段行車路只供進出會展一期卸貨區，及由萬麗海景酒店離開的車輛使用。  
This section of carriageways is only for vehicles reaching HKCEC Phase 1 Loading Dock and leaving Renaissance Harbour View Hotel

  
 香港會議展覽中心  
 Hong Kong Convention and Exhibition Centre  
 香港會議展覽中心(管理)有限公司負責管理 Managed by HKCEC (Management) Limited  
 中國香港灣仔博覽道一號 1 Expo Drive, Wanchai, Hong Kong, China

- 博覽商場入口/私家車上落客處  
Expo Galleria Entrances/Drop-off Zone
- 往博覽道入口  
To Expo Drive Entrance
- 往博覽道入口  
To Expo Drive Entrance
- 往博覽道入口  
To Expo Drive Entrance
- 往博覽道入口  
To Expo Drive Entrance
- 往博覽道入口  
To Expo Drive Entrance
- 往會展中心一期卸貨區  
To HKCEC Phase 1 Loading

## **Self-Collection of Vehicle Pass**

- ONLY Trucks with HKCEC vehicle pass are allowed to enter loading area.
- The use of mobile APP 'Go HKCEC' is required for loading access.
- Exhibitors/contractors should receive their e-vehicle passes by email from Pico.

## **Contractor Access**

- Contractor's badge is required for access to the expo hall at all times.
- Contractor's badges will be available at Exhibitors' Briefing or self-collection from 7 Dec 2023 from 12:00 onwards outside Hall 5F. You will be required to show business card for identity verification.
- PLEASE ALSO SEE ACCESS POLICY SET BY THE VENUE

## **Important Notes:**

- No private cars (including 7-seats) are allowed access to loading dock.
- No parking allowed in the loading dock.
- Access to loading bay is at Convention Avenue

## **Stand Building Contractors**

All stand building contractors are required to present 1) a valid badge issued by Pico; and 2) a valid Green Card (Construction Industry Safety Training Certificate) or White Card (Container Handling Industry Safety Training Certificate) at designated Contractor Checkpoints in order to show their eligibility to work at HKCEC exhibition venues. Upon verification, a wristband will be issued to each stand building contractor for identification. This wristband is valid for one day and is to be worn at all times within the Centre.

## **Other Contractors**

Technicians from production houses and freight forwarders are also required to present a valid badge issued by Pico. Upon verification at Contractor Checkpoints, a wristband of a different color (valid for one day) will be issued.

## **Transportation Workers**

Transportation drivers/workers will be given a sticker at the entrance to the loading dock or the marshaling area, for identification purposes.

## **Organizers / Exhibitors / Press / Staff**

Other personnel, such as organizers, exhibitors and their staff, and media press are excluded from the policy. They may enter exhibition venues via any entry point. However, they must present valid badges issued by organizers for access to exhibition venues. Such badges must be worn at all times.

## **Purpose**

The purpose of this policy is to improve the efficiency of ID verification, enhance safety for contractors and users, and to ensure that only qualified, legal workers will be allowed inside the venue. It also ensures legitimate and orderly entry of contractors/ workers to their workplaces via prescribed and controlled avenues.

## Access Procedures

1. The contractor checkpoint is situated at the entrance designated for contractors. A map detailing the location will be provided along with the contractor pass.
2. Stand building contractors, other contractors, and transportation drivers/workers are required to present valid credentials (as explained above) at a Contractor Checkpoint to obtain a wristband or sticker. Wristbands or stickers will NOT be distributed at any other entry points.
3. After obtaining wristbands or stickers for the day, contractors and workers at Contractor Checkpoints may reenter exhibition venues via other entry points during the same day.
4. Security guards will conduct regular patrols in exhibition venues and other areas to ensure the policy is being correctly observed.
5. Stand building contractors, other contractors, and transportation drivers/workers without a valid wristband or sticker will be asked to leave the venue at once.
6. Only stand building contractors with a valid wristband are permitted to carry out stand building work.
7. Should a wristband or sticker be lost or damaged, the identification of the relevant stand building contractor, other contractor, or transportation driver/worker must be re-verified at one of the Contractor Checkpoints. A security guard will record the person's information and re-issue the wristband or sticker. Repeat losses will not be accepted.

## 6. RULES & REGULATIONS

### 6.1. Construction of Stands – Temporary Structures and Custom-Built Stands

Unless special arrangements are made with Organizer, the procedures below must be adhered to whenever an exhibitor carries out construction or installations within any licensed or public circulation area when: (i) provision is made for a closely seated audience ;(ii) any part of the construction or installation exceeds 3 meters in height above the floor; (iii) the distance from any part within a Stand to an open side, exit or Aisle is greater than 18 meters; or (iv) connections to floor structure are required.

The exhibitor must give notice reasonably in advance to the Organizer/venue of its intention to erect such structures.

All Stands or Temporary Structures exceeding 3mL or 3m W or 3m in height (below 4m) must be constructed under the supervision of an Authorized Person / Registered Structural Engineer. The Authorized Person / Registered Structural Engineer shall verify the stability of the Stand or Temporary Structures on-site and submit a safety report / undertaking letter to HML prior to the first show day.

An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-List III).

The Authorized Person / Registered Structural Engineer must also verify the stability of the Stands or Temporary Structures on-site and submit a safety report to HML prior to the first show day.

Exhibitor must provide the Organizer / venue, on request, a copy of all relevant permits, licenses, approvals or certificates granted by the Hong Kong Government as soon as possible and in any case before the deadline stipulated.

Where required approval by the Hong Kong Government cannot be granted prior to 1 month preceding the built-up day, the exhibitor must inform the Organizer in writing so that alternative arrangements may be pursued and considered.

**Any raw space construction work taken by non-official contractor needs to submit RSE undertaking letter / safety report to Pico on site on or before 7 Dec 15:00.**

### 6.2. Condition for Hire & Participation

#### Payment

The Exhibitor shall pay the rental charge to the Management by the installments (identified as the Deposit and Balance) and by the dates set out in the contract. If the Exhibitor fails to pay the Balance on the due date for payment, the Management may at any time thereafter either (i) by notice to the Exhibitor declare the balance remaining unpaid of the rental charge immediately payable, whereupon the Exhibitor shall pay such balance to the Management forthwith on demand; or (ii) terminate the Contract forthwith by notice to the Exhibitor served at any time after the due date for payment.

#### Eligibility

The Organizer(s) has or has the sole right to determine the eligibility of any company or product for inclusion in the Exhibition.

#### Limitation of Liability

Exhibitor agrees to make no claim for any reason whatsoever against Management and or its servants for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents, or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exhibition as scheduled; nor for any action or omission of Management. The exhibitor is solely responsible for his own exhibit material and products and should insure the exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within confines of the Exhibition venue. Management shall bear no responsibility for the safety of the Exhibitor, its personnel, employees, agents, or representatives or personal property.

## **Insurance**

Show Management, whilst taking every reasonable precaution, expressly declines responsibility for any loss or damage that may damage the property of any Exhibitor from any cause whatsoever. All exhibitors are required to ensure their legal liability as stated in the Exhibition Rules and Regulations and are strongly advised to effect adequate insurance to include cover for all products and exhibits during the overall period of the Exhibition including transportation. Exhibitors may be required to produce an insurance certificate as proof of insurance.

## **Installing, Exhibiting, Dismantling**

Hours and dates for installing, exhibiting and dismantling shall be those specified by Management. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exhibition before the specified conclusion of the dismantling period set by Management.

## **Amendment and Addition to Conditions**

Any matters not specifically covered by the preceding conditions shall be subject sole to the decision of Management. Management may at any time amend or add further rules to these rules, and all amendments made shall be binding on the Exhibitor equally with the foregoing Rules and Regulations.

## **Waiver of Rights**

Any rights of Management under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of Management.

## **Damage to Property**

The Exhibitor is liable for any damage caused to building floors, walls, or columns, or to standard booth equipment, or other exhibitor's property. The Exhibitor may not apply paint, lacquer, adhesive, or other coating to building columns, floors or walls, or to standard booth equipment.

## **Floor Loading**

Under no circumstances does the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibition hall (1,700 kg/sqm). Exhibitor accepts full and sole responsibility for injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

## **No food and Beverage**

No food and beverage will be allowed in any exhibition areas. The dispensing, distribution, or use of alcoholic beverages in the exhibition area is prohibited without the express prior approval of Management.

## **Flammable Materials**

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by Hong Kong fire regulations may be used in any booth.

## **Lotteries Contests**

The operation of the games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only on written approval from Management.

## **Noise and Odours**

No noisy or obstructive work will be permitted during open hours of the Exhibition. Noisily operating displays and exhibits producing objectionable odours will not be allowed. Management shall have the sole discretion in determining what is noisy, obstructive and objectionable.

## **Obstruction of Aisles or Booths**

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor's booth shall be suspended for any period specified by Management.

## **Admission**

Admission policies shall remain, at all times, the prerogative of Management, and may be revised or amended to suit unforeseen conditions.

## **Booth Personnel**

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Both personnel shall wear Exhibitor badge identification furnished by Management at all times while they are in the exhibition hall. All other employees of exhibiting companies must register as Exhibitors. Management reserves the right to restrict or limit the number of booth representatives. The standard number of personnel allowed is 2 people per 9 sqm booked by the exhibitor. The names of exhibitor representatives would be in advanced submitted to the Management before the due date.

## **Regulations Governing Displays**

No stand decoration, stand fittings or exhibits shall exceed 4 meters in height for custom-built stands and 2.5 meters for shell scheme stands. For the former all designs must be prior approved first by the Organizer. Management shall have full authority for approval of arrangement and appearance of items displayed and may at its discretion require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability attach to Management for costs that may be charged to the exhibitor as a result of Management's actions. Management firmly forbids any fake and low-quality products to be displayed or brought into this Exhibition. Management shall have full authority to refuse any products that are conceived as infringement on intellectual property rights. Management will not be responsible for any prosecution of infringement or privacy charged to the respective Exhibitor(s).

## **Intellectual Property Rights**

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way whatsoever violate or infringe any third party's rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names and patents whether registered or otherwise, and agree to fully indemnify the Organizers and its agents and contractors against all costs, expenses and damages arising from any third party's claim of infringement by the Exhibitor and/or the Organizers of such third party's rights.

The Exhibitor agrees that it will comply with any Exhibitors' Brief on the Protection of Intellectual Property Rights at International Immigration and Property Expo 2021 that the Organizers may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors' Brief, whether as a complaint. If the Exhibitor fails to abide by the terms and conditions of the Exhibitors' Brief on the Protection of Intellectual Property Rights at International Immigration and Property Expo 2021 Hong Kong, the Organizers has the sole discretion to ban the Exhibitor from any or all future exhibition and/or to further ban any representatives of the exhibitor in question from entering the venue of the current exhibition in which the Exhibitor is participating.

If an Exhibitor files a complaint with International Immigration and Property Expo 2021 Hong Kong Organizer in accordance with the Exhibitors' Brief and requests the Organizers to take action against another Exhibitor, the Exhibitor agrees to hold the Organizers, its agents and contractors (including their legal advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, cost (including legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or howsoever arising from any action that the Organizers, its agents or contractors (including their legal advisors) may take in reliance of or as a result of such complaint filed by the Exhibitor, or any other requests, directions or instructions made or given by the Exhibitor pursuant to such complaint. The Exhibitor further agrees not to take any legal action or make any claim or demand against the Organizer, its agents or contractors (including their legal advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

## **Exhibitor Representative's Responsibility**

Exhibitor agrees to indemnify Management against and hold it harmless for all claims arising out of the acts of negligence of exhibitor, exhibitor's agents, employees, or representatives.

## **Agreement to Conditions**

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing conditions and those provided and contained in the Exhibitors Manual, and by any amendments and additional conditions that may be put into effect by Management.

### **6.3. Performance Bond / Undertaking Guarantee Letter**

All non-official booth and freight contractors are required to sign an undertaking guaranteeing observance of the exhibition regulations with the official contractor directly.

Exhibitors must place a deposit (performance bond) 14 days in advance of the Show Day to the Official Contractor by bank transfer. If an Exhibitor violates the rules specified in this Manual and receives a warning letter issued by the Official Contractor followed by precedent verbal warning, the amount specified in Appendix 1 will be forfeited. The application of performance bond is aimed at upholding the principle of fairness and regulatory purposes. The deduction of performance bond does not remove any obligation from Exhibitor to comply with all terms and conditions. If the violations persist, the Organizer reserves the right to impose multiple penalties and limit the operation of Exhibitors' Booth in due course.

### **6.4. Relocation and Floor Plan Revisions**

Management retains the exclusive right to revise the Exhibition Area floor plan and/or move assigned Exhibitor as necessary.

### **6.5. Site Operation**

#### **Safety and Behavior**

No person present inside the Exhibition Area is to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to Exhibition Area property or fixtures. Precautionary measures such as guards or other means of protection must be taken to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by persons authorized by the Exhibitor and shall not be left running in the absence of such persons. The display of such working or moving exhibits must have the Organizer's prior written approval.

Any person requiring admission to the Licensed Areas, when vehicles (auto, trucks, and/or forklifts) are being operated in connection with move-in or move-out of the Stands, Temporary Structures or other installations, will be required to wear a reflective safety vest supplied by the Licensee or employer of related company working in association with the Scheduled Exhibition or can rent from HKCEC at the loading area

Strictly for safety purposes, the use of ladders in excess of 2 meters in height is prohibited within the HKCEC by persons working in association with a Scheduled Exhibition.

During the booth built-up period all personnel must wear reflective vests, non-compliance will mean no entry.

#### **Manning and Conduct of Booth Operation**

Your Booth must be fully staffed and operational throughout the open hours of the Exhibition. The Exhibitor must not participate in any activity, which causes or is likely to cause annoyance to visitors or other Exhibitors. In particular, audiovisual display equipment must be positioned, and presentation sound levels adjusted to avoid interference with neighbors. In the event of any disagreement and/or dispute, the Organizer's decision is final.

All activities of the Exhibitor and his staff must be confined to the Booth or site allocated, no advertising or canvassing for business are allowed elsewhere in the Exhibition Area, nor may staff recruiting be carried out during the Exhibition, other than the search for local agents for the sale of their products.



## Storage

The Organizer is unable to provide storage facilities on site for packing cases, surplus materials, or other property of the Exhibitor. If you require a storage area, please contact our Official Forwarder for off-site storage.

## Waste Materials

During the moving-in of exhibits, the construction of booths and unpacking of exhibits, the passageways in the Exhibition area **MUST NOT** be obstructed with packing materials, construction materials or debris.

At the end of each day, Exhibitor is responsible for seeing that his contractors remove unwanted materials from the Exhibition area.

## Removal of Exhibits

Personal property and portable exhibits shall be removed from the Exhibition area after the show closes on the final day.

**Booth dismantling before 18:00 on 10 Dec 2023 will NOT be allowed. This rule will be strictly enforced.**

During the opening days of the Exhibition, merchandise may only be delivered before opening hours in the morning or within half an hour after closing time.

All exhibits' stand materials, and the like, shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organizer. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed forsaken and shall be disposed of by the Organizer at the expense of the Exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organizer. The Organizer reserves the right to remove any exhibits or Publicity materials at the Exhibitor's expense which they consider in their absolute discretion to be hazardous, illegal, immoral, and objectionable, do not conform to the standard and the set-up of the Exhibition or do not fall within the exhibit description of the Exhibition.

## Security/ Loss and Theft

While the Organizer will maintain security surveillance at all times, the Exhibitor is reminded that goods will most be at risk immediately after the Exhibition closes on the final day. Please be sure to see that your booth should not be left unattended until all portable items have been removed/packed, and hired items and equipment collected by the appropriate suppliers.

## Booth Cleaning

The Organizer will arrange for the general cleaning of the Exhibition premises and Booth (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep his own Booths tidy. The Exhibitor who, because of working exhibits, is likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organizer in advance so that necessary arrangements may be made, for which a charge will be raised. The storage of empty crates, cartons, boxes, shavings or other packing materials is prohibited under or behind any Stand and must be removed once unpacking has been completed.

## Telephone & Facsimile & Data line

If you require these, please submit the booking to Pico by the due date **27 Oct 2023**.

## Rental of Furniture

Please refer to our order forms in this manual from the Official Contractor, Pico.

## Returning of Rental Furniture

Please check that nothing is left inside drawers or cupboards when the contractor collects your furniture, immediately after the closure of the Exhibition.

## Catering

No outside catering allowed. Food and Beverages are available from the venue's official catering service, all expenses to be borne by exhibitor; please contact the Organizer directly for more information.

## Health / Sanitary

Organizer reserves the right to revise and update any health and sanitary policies according to any latest COVID-19 arrangement of the Government.

## Hand-Over of Hall

The Hall must be handed back to the HKCEC promptly at 23:59 on 10 Dec 2023 to make way for a subsequent event. The Official Stand fitting Contractor will clear the hall. Any items remaining will be disposed of by the fastest means possible. The Organizer cannot accept responsibility for any loss or damage and any costs involved as stated in Appendix 1 must be borne by the Exhibitor.

## Fire Precautions

If the nature of Exhibitor's exhibits requires a fire extinguisher, Exhibitor must make arrangements, at their own cost, for the provision of such equipment. Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and make every safe endeavor to extinguish the outbreak or to confine it by the use of the extinguisher and/or removal of goods in the vicinity.

## Loading/Unloading

**The contractor checkpoint is located at Contractor Entrance, G/F, Phase 1, Expo Drive Central, Wan Chai. (Inside to Phase 1 Truck Marshalling Area - please refer to Page 9.**

## Vehicle Pass

ONLY vehicles with vehicle pass are allowed to enter loading area. Exhibitors should collect their vehicle passes in advance or onsite from the Organizer or the official contractor or forwarder upon registering at the Hong Kong Convention & Exhibition Centre.

### Note:

Private vehicles are not allowed to enter the loading dock. Parking is not allowed in the loading dock.

## Parking

Parking spaces are available within the vicinity of HKCEC. Users will have to pay the parking fee at the current hourly rate.

## Music Broadcasting

Any music to be broadcast at the booth must be submitted to the below for a permit to broadcast at the show in the Hall. Failure to do so could result in the Exhibitor bearing the entire responsibility for any problems arising from the prevention of the Exhibition's opening.

COMPOSERS & AUTHORS SOCIETY OF HK LTD.

18/F, Universal Trade Centre,  
3 Arbuthnot Road, Hong Kong  
Tel: (852) 2846 3268  
Fax: (852) 2846 3261

In addition to CASH, all public performance of sound recordings, music videos and/or karaoke videos shall obtain the license from IFPI.

## PHONOGRAPHIC PERFORMANCE (SOUTH EAST ASIA) LTD.

Unit A, 18/F, Tower A, Billion Centre

No. 1 Wang Kwong Road,

Kowloon Bay, Hong Kong

Tel: (852) 2861 4318

Fax: (852) 2866 6869

### **Censorship and Film/ Audio Visual Demonstrations**

Strict regulations are in force governing audio-visual presentation at the Exhibition. Any films, video cassettes, 35mm slides to be shown to the public during the Exhibition must be sent personally to the Board of Films Censors for clearance at least FOUR WEEKS prior to the Exhibition. Further clarification can be obtained from:

#### TELEVISION & ENTERTAINMENT LICENSING AUTHORITY

39th Floor, Revenue Tower No.

5 Gloucester Road

Wanchai, Hong Kong

Tel: (852) 2594 5883 Fax:

(852) 2507 2219

## **6.6. Stand Construction**

1. Stand assembling, installation and decoration must be carried out within the time limits specified by the Organizer and must in any case be completed by **22:00 on the last move in day** of the Exhibition (7 Dec 2023). The Organizer reserves the right to assemble, install or decorate any space which is not completed by the time at the Exhibitor's expense.
2. Repairs or alterations to the stand or displays may only be carried out after the Exhibition is closed and with prior written consent from the Organizer.
3. No stand or exhibits shall be dismantled before the designated time, 18:00 on the last day of Exhibition (10 Dec 2023).
4. No exhibit shall be allowed to be removed from the stand or the Exhibition Venue once the Exhibition has been officially opened unless special permission has been given by the Organizer.
5. All stands and exhibits shall not exceed the maximum floor-loading limit of 1,700 kg/sqm.
6. The Organizer reserves the right to alter or remove without notice and at the Exhibitor's expense any stand which differs from the approved specification or any stand that does not conform to the Organizer's required standard or regulations.
7. The Exhibitor shall have no claim against the Organizer or their agents for any extra cost of replacing a stand to conform to the Organizer's specifications or delay resulting there from.
8. Work of any kind carried out at the Exhibition Venue must conform to the current local regulations in force in Hong Kong and those specified by the Organizer. This applies to including but not limited to the Exhibitors, their representatives, contractors and sub-contractors. The Organizer reserves the right to stop any work which contravenes any of these regulations and the Exhibitor has no claim against the Organizer or their agents for any extra cost delay resulting from.
9. The removal and disposal of crates and stand fittings or materials are not covered by the rental and are subject to an additional charge.
10. No sawing, welding or spray painting is permitted at HKCEC.
11. Standard Booths are provided by the Official Stand Fitting Contractor and are of a standard design. No variation of the Fascia Board, lettering and the fittings of the Shell Scheme Booth shall be allowed unless prior written approval is given by the Organizer.

12. No part of any structure may extend beyond the boundaries of the site allocated. This includes Exhibition name and logo, as well as lighting fixture, such as spotlight.
13. An Exhibitor occupying a corner booth has a choice to have a wall or an additional open side with a fascia, completed with name and booth number, at no additional cost.
14. No financial credit will be given by the Organizer/Official Stand Fitting Contractor for any package item not utilized.
15. To prevent panels from damaging, exhibitors should not use any other adhesive medium except Velcro. All self-adhesive materials such as stickers should be mounted on a base and fixed onto the panels by Velcro. However, it is the exhibitors' responsibility to remove all the Velcro before they leave at the end of the exhibitor. Failure to comply with any of the above will result in an extra cost being claimed upon the exhibitor.
16. No painting may be applied to existing panel.
17. Screwing, drilling or nailing on any of the aluminum frames and existing panel of the standard shell are not allowed. In default whereof, the exhibitors or their contractors shall be liable for the total loss resulting from a charge for the damage for each booth panel.

## **6.7. Electrical Works**

1. All electrical works for the standard booth shall be carried out by the appointed official contractor and at the exhibitor's own cost.
2. All main power electrical works for raw space shall be carried out by the appointed official contractor.

**Any Electrical work taken by non-official contractor need to submitted main power order A6 and location plan on or before 7 Nov 2023, submit the WR1 from (WORK COMPLETION CERTIFICATE) to Pico On or before 7 Dec 15:00.**

The Organizer may require amendments or variations to be made to the design plan or proposals before approving the same or may withhold approval in their discretion.

3. **Electric current will be supplied in 220-volt, single phase.**

Electric current of a higher voltage phase will be supplied subject to prior arrangement with the official stand-fitting contractor. For maximum electrical power supply, please contact our Official Contractor, PICO International (HK) Ltd.

4. Electricity, whether from the mains, batteries or generators, shall be supplied only through the official contractor.
5. Supplies to booths will normally be switched off at 15 minutes after the Exhibition closes each day.
6. No flashing/ winking lights or neon signs will be permitted, unless they form an integral part of an exhibit. Sequence-lit displays may be used, subject to approval by the Organizer.

## **IMPORTANT NOTES:**

- i. For safety reasons and for protections of the sophisticated electrical installation systems of the Hall, all power main installations from the supply sources (floor pits, columns and/or overhead bus ducts) to the designated locations (Exhibition Booths) must only be carried out by the Hall's electrical technicians.
- ii. In certain circumstances, it may be necessary to locate an electrical distribution board on the wall of an Exhibitor's Booth. Whenever possible, this will be avoided. However, in some cases it will be unavoidable. We will always discuss the concealment of a distribution board with the Exhibitor concerned and make the arrangements with our Electrical Contractor.
- iii. Wiring of booths and installation of light fittings and small power sockets shall be carried out by the Official Electrical Contractor or the Exhibitor's technician.
- iv. For single machine power mains, no tee-off and interconnection of the service cable is allowed, each service line is for one piece of equipment only.
- v. Multi-way adapters and bayonet cap adapters shall not be used.
- vi. Organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Consultant, is dangerous or likely to cause annoyance to visitors or other Exhibitors.

## 7. BOOTHS DESIGN & FACILITIES

Booth Type	Free Facilities	Height Limit (Booths located within 1m area under smoke curtain are subject to 2.5 meters height limit.)
1. Standard Booth (3m x 3m)	<ul style="list-style-type: none"> <li>• Carpet</li> <li>• Booth Wall Panel</li> <li>• Fascia Board x 1</li> <li>• 23W saving energy spotlight (yellow light) x 2.</li> <li>• Information Counter x 1</li> <li>• White Folding Chair x 2</li> <li>• Trash Bin x 1</li> <li>• 500W socket x 1</li> </ul>	Maximum 2.5m
2. Raw Space Booth		Maximum 3.5m

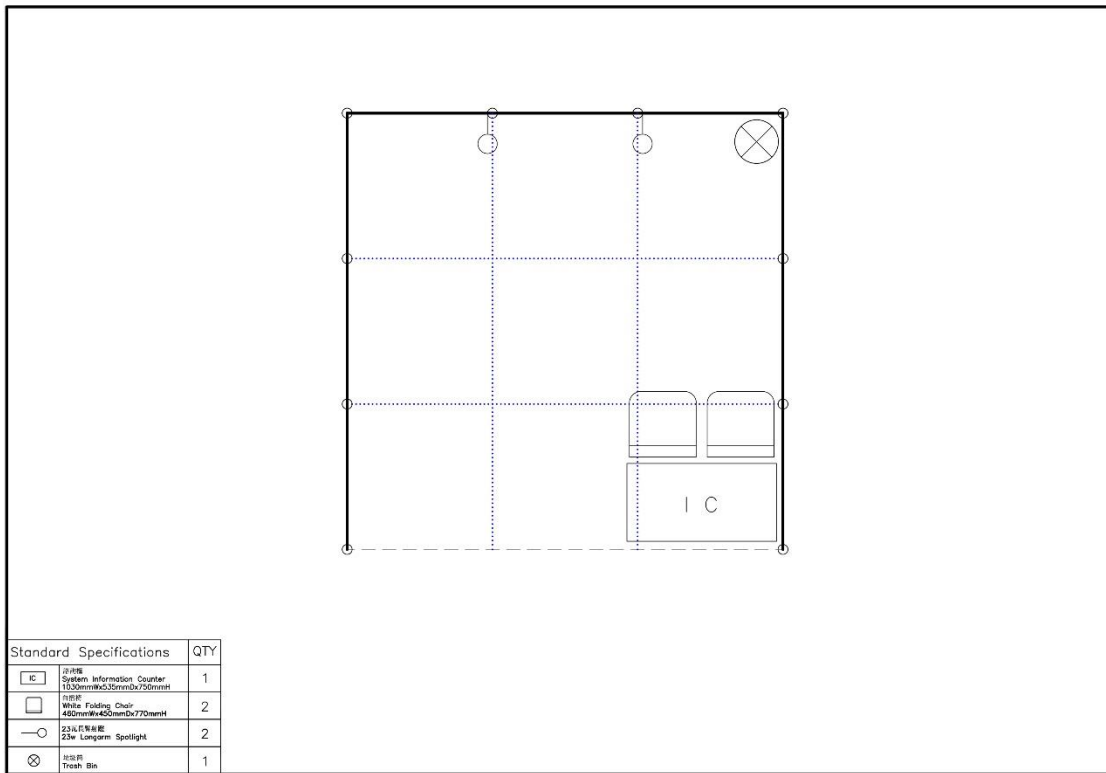
### Standard Shell Scheme Booth



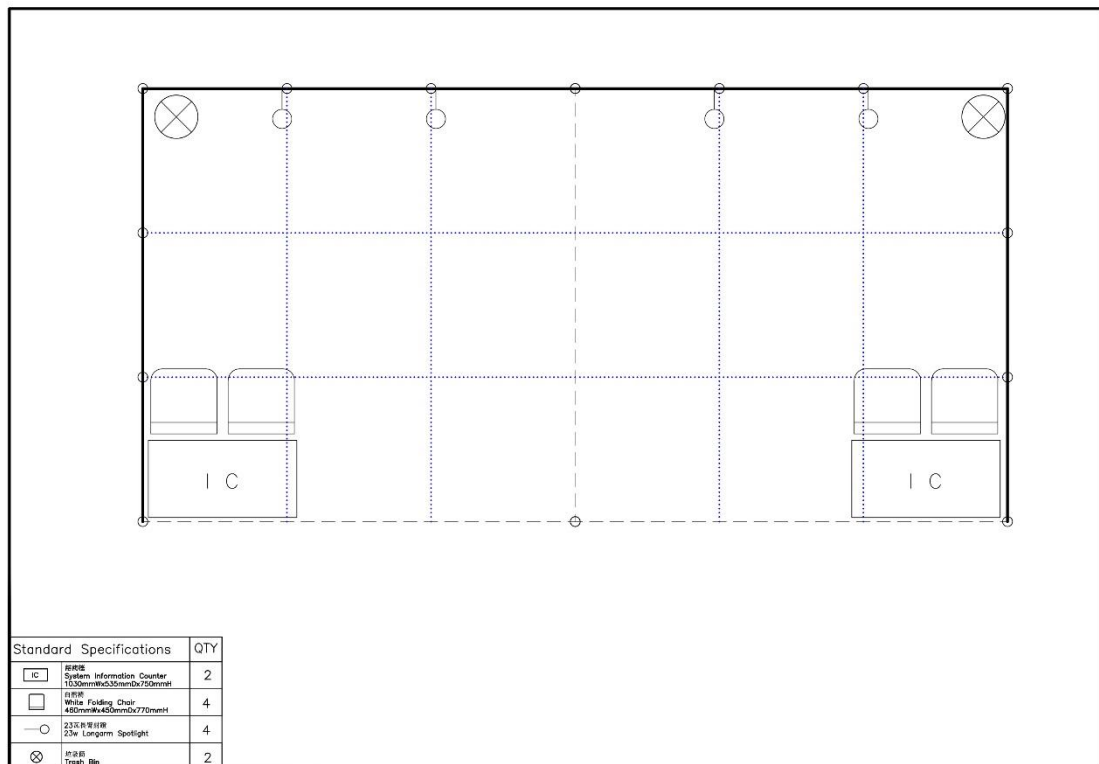
### Remark:

1. No hammering of nails, drilling or making holes on wall partitions will be permitted. All items are on rental basis only and exhibitors must not make any damage/loss during the period of rental. The exhibitor is liable for all damage, the costs of replacement or repair, whatever has led or given rise to this, shall be borne by the exhibitor. Pico reserves the right on the final decision in all matters pertaining to the charges.
2. Any complaints regarding rental furniture/ installation must be lodged the day before the exhibition commences. Otherwise, all items are deemed to have been received in good order.

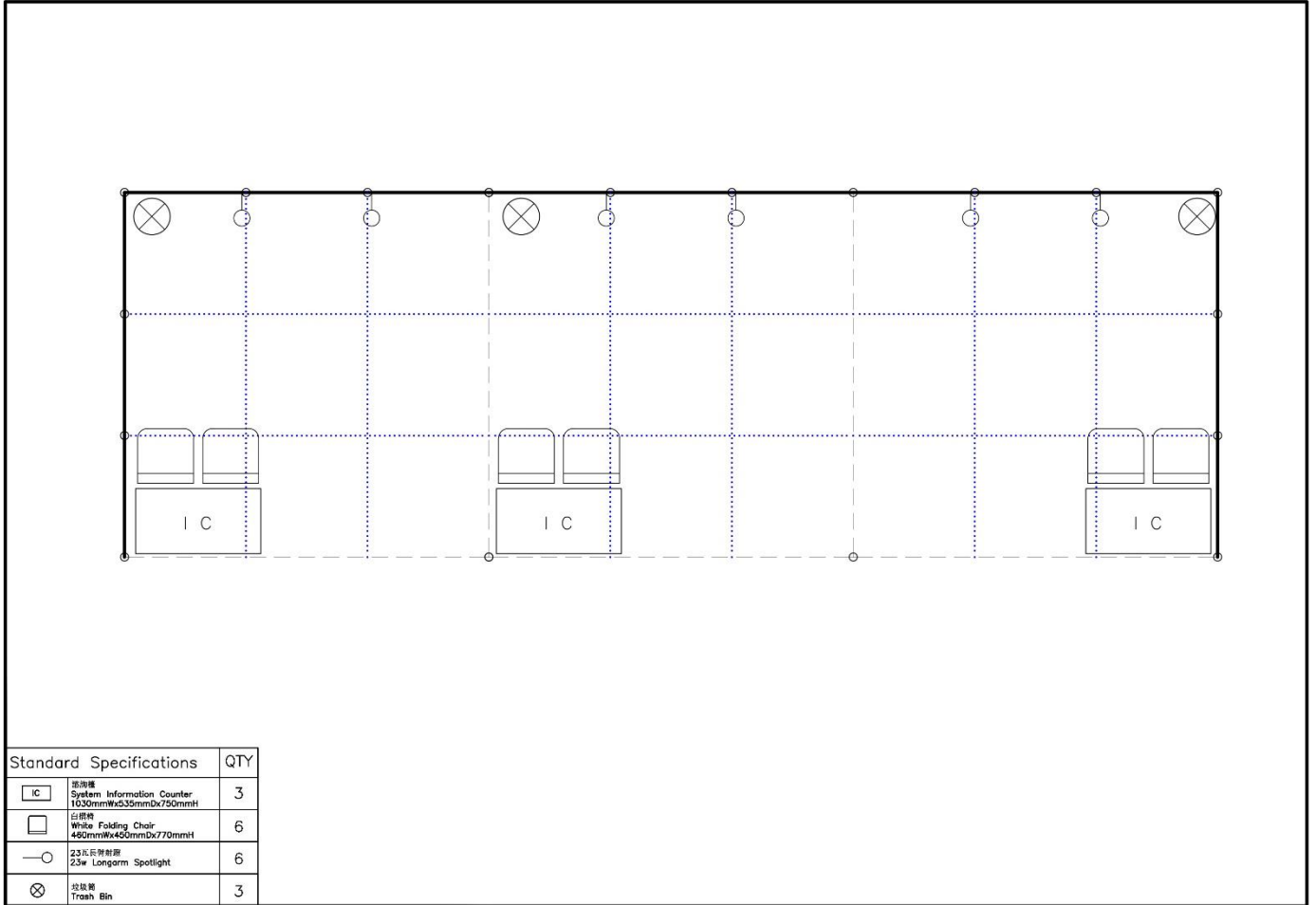
## Default Layout of 9sqm Standard Booth



## Default Layout of 18sqm Standard Booth



# Default Layout of 27 sqm Standard Booth





# Raw Space Booth

For customized stands, detailed and scaled plans must be submitted to the Organizer for approval.

Please E-mail to:

## **Pico International (HK) Ltd**

Mr Ian Li

Tel: (852) 2660 0990

Email: [ian.li@pico.com](mailto:ian.li@pico.com)

## **DEADLINE: 7 NOV 2023**

All structural layout plans should be submitted for our approval at least one month prior to the start of the exhibition. Any late submission may delay the approval process. We reserve the right to reject any structure onsite if no prior plans are submitted before this date.

**Any Electrical work taken by non-official contractor need to submitted main power order A6 and location plan on or before 7 Nov 2023, submit the WR1 from (WORK COMPLETION CERTIFICATE) to Pico On or before 7 Dec 15:00.**

**Any raw space construction work taken by non-official contractor needs to submit RSE undertaking letter / safety report document to Pico on site on or before 7 Dec 15:00.**

**Any raw space construction work taken by non-official contractor needs to submit FS251 document (Fire Service Installation and Equipment) to Pico on site on or before 7 Dec 15:00.**

**Any raw space construction work taken by non-official contractor needs to be mailed submitted PL Insurance copy to Pico on site on or before 7 Dec 15:00.**

**All shareholders have the obligation to abide by the laws in force in the Hong Kong included legal workers, labor insurance, and National Security Law.**

### Notes for Contractors

- All contractors and forwarders MUST wear a **reflective vest** during move-in and break-down.
- All contractors entering the HKCEC for construction works are required to obtain the CONSTRUCTION INDUSTRY SAFETY TRAINING CERTIFICATES (**Green Card**).
- Green Card holders are required to visually display the Green Card when working in the HKCEC.
- The venue/ Organizer reserves the right to have security personnel refuse entry or remove personnel in case of any dispute regarding credentials issues.

## 8. EMERGENCY INFORMATION

### FIRE EMERGENCY

#### IF YOU DETECT FIRE OR SMOKE

- Activate the nearest fire alarm station if possible and safe to do so.
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave the building by the nearest exit (emergency exits marked in green); do not use lifts.

#### IN CASE OF FIRE ALARM

##### IF YOU HEAR A FIRE ALARM

- Remain calm and alert, prepare to leave the HKCEC.
- Continuing as normal should the fire alarm be discontinued.

##### IF YOU HEAR A FIRE ALARM EVACUATION ANNOUNCEMENT OR INSTRUCTION

- Leave the HKCEC by the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke on the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garages or loading docks.
- Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
- Once outside the HKCEC, stay clear of the HKCEC and Convention Plaza complex; do not return until conditions are declared safe to do so by HKCEC management or fire/police officials.

### MEDICAL EMERGENCY

#### IN CASE OF A MEDICAL EMERGENCY

- Dial the emergency number for security office (“33”) from the closest house phone.
- Give exact location (as indicated above house phone)
- Give detailed information, when possible, about the injury and the cause of the injury.
- Remain in contact with HKCEC staff until emergency personnel have arrived.

### SEARCH

In the unlikely event of the need to search the immediate area of your exhibition stand you will hear the following announcement over the Public Address System:

'Attention Please - Staff Call CHAMPION'.

If you hear this announcement, please take a moment to look carefully at your possessions and equipment and identify anything that may appear out of place, suspicious or otherwise of concern to you. If you find anything - DO NOT TOUCH IT. Immediately inform any HKCEC staff, or the Organizer, who will alert the venue management.

## 9. USEFUL NUMBERS

Dial from your local landline directly.	
Emergency Services (Police, Fire, Ambulance)	999
Hong Kong Tourism Board Visitor Hotline	(852) 2508 1234
Hong Kong International Airport	(852) 2181 8888
Hong Kong Immigration Department	(852) 2824 6111
Hongkong Post	(852) 2921 2222
International Enquiries Service	10010
(Country Codes & World Time Inquiries)	10013

## 10. EXHIBITOR FORMS

Deadline: 27 Oct 2023

### Form A1 – Exhibitor Summary (Compulsory)

#### (A) Exhibitor Basic Information

Item	Details	
Exhibitor Company Name		
Booth No.		
Contact Person (1)	Name: Email:	Mobile:
Contact Person (2)	Name: Email:	Mobile:

#### Check List of Forms and Payable Amount

Please  if appropriate.

Compulsory			
<input checked="" type="checkbox"/>	Exhibitor Form	Deadline	Total Amount Payable (HKD)
	Form A1 – Exhibitor Summary	27 Oct 2023	NIL
	Form A2 – Exhibitor Map & Fascia Name		NIL
	Form A3 – Location Plan (For Standard & Premium Booth)		NIL
	Form B1 – Fundamental Exhibitor Badge		NIL
Optional			
	Form A4 – Additional Graphics Support	27 Oct 2023	
	Form A5 – Additional Furniture Rental		
	Form A6 – Additional Electrical Rental		
	Form A7 – Additional AV & Other Facilities Rental		
	Form B3 – Vehicle Pass	27 Oct 2023	
		<b>Grand Total</b>	

Please refer to the following bank details for payment:

#### Bank Details for Pico International (Hong Kong) Ltd.

Company Name: Pico International (Hong Kong) Ltd.  
筆克(香港)有限公司

Bank Name: The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

Bank Address: No.1 Queen's Road Central, Hong Kong  
中環皇后大道中 1 號

A/C No: 110-067295-292 (HKD) / 110-067295-274 (USD)

Bank Code: 004

Branch Code: 110

SWIFT NO.: HSBCHKHCHK

**(B) Contractor Information**

Please  if appropriate.

Standard Booth (Maximum 2.5m height)

Raw Space Booth (Maximum 3.5m height) / (\*\*All booth structures and decorations located within 1m area under smoke curtain are subject to 3m height limit)

**Appointed Contractor (If Applicable):**

\*HKD1,000/sqm refundable deposit applies for non-official contractor

<b>Appointed Contractor</b>	<b>Details</b>
Company Name	
Booth No.	
Contact Person & Position	
Tel	
Mobile (Compulsory)	
Email	
Address	

## **(C) Important Notices**

1. All orders must be accompanied by full remittance. Orders without remittance will not be entertained.
2. The order form serves as the purpose of invoice.
3. Facilities and services not indicated on the forms are subject to quotation on an individual job basis.  
Please E-mail to  
**Pico International (HK) Ltd**  
Mr Ian Li  
Tel: (852) 2660 0990  
Email: [ian.li@pico.com](mailto:ian.li@pico.com)
4. No hammering of nails, drilling or making holes on wall partitions will be permitted. All items are on rental basis only and exhibitors must not make any damage/loss during the period of rental.
5. All main electrical works are to be carried out by the Official Contractor; PICO INTERNATIONAL (HK) LTD only.
6. Order received on **28 Oct – 30 Nov 2023** is subject to a 30% surcharge, order received on or after **1 Dec 2023** is subjected to 50% surcharge.
7. Cancellation of any orders must be submitted in writing. Cancellation on or after the deadline **23 Nov 2023** is subject to 30% cancellation charge, no cancellation will be accepted on / after **24 Nov 2023**. Cancellation fee is subject to actual production cost or cancellation fine which is higher.
8. **All electricity power points installed are for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the official contractor.**
9. One socket or power supply is for the use of one electrical appliance / machinery only. No multi-plug and extension cord are allowed.
10. All items are on rental basis.
11. All furniture and electrical items included in the Shell Scheme Package are not exchangeable.

Booth Number: \_\_\_\_\_

Please return form by mail:

Company Chop.: \_\_\_\_\_

Pico International (HK) Ltd / Mr Ian Li

Date: \_\_\_\_\_

Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com)

# Form A2 – Fascia Company Name / Exhibitor list name (Compulsory)

## Deadline: 27 Oct 2023

Fascia company name use for standard booth fascia, floorplan and exhibitor name list on printing material which is free; Company name can be shown in English and Chinese. A name different from the one to be used for expo registration is allowed. Any change after the Form is submitted shall cause additional charges.

***Please write in block letters (\*Must fill-in item)***

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

### **COMPANY NAME TO BE SHOWN ON THE FASCIA BOARD for standard booth and any printing material.**

The production of this fascia board is **free**. A name different from the one to be used for expo registry is allowed. (Remind: please re-consider if you need make any application)

- Chinese name (not more than 10 words)**
- English name (not more than 20 letters)**

Booth Number: \_\_\_\_\_

Company Chop.: \_\_\_\_\_

Date: \_\_\_\_\_

Please return form by mail:

Pico International (HK) Ltd / Mr Ian Li

Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com)

# Form A3 – Location Plan for Standard Booth (Compulsory for Standard booth Exhibitor)

**Deadline: 27 Oct 2023**

Standard booth Exhibitor MUST confirm the default standard booth layout or provide customized booth layout which indicates the locations of facilities and electrical fixtures. Please use additional sheet if applicable.

Any booth facilities without a clearly indicated booth layout will be built under default construction practice. On-site relocation of facilities will be subject to additional charges.

Please  to select booth layout:



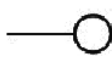

Default Layout of Standard Booth

Customized Layout with indication as below:

Please specify and mail additional requirement (if any):

## Customized Layout

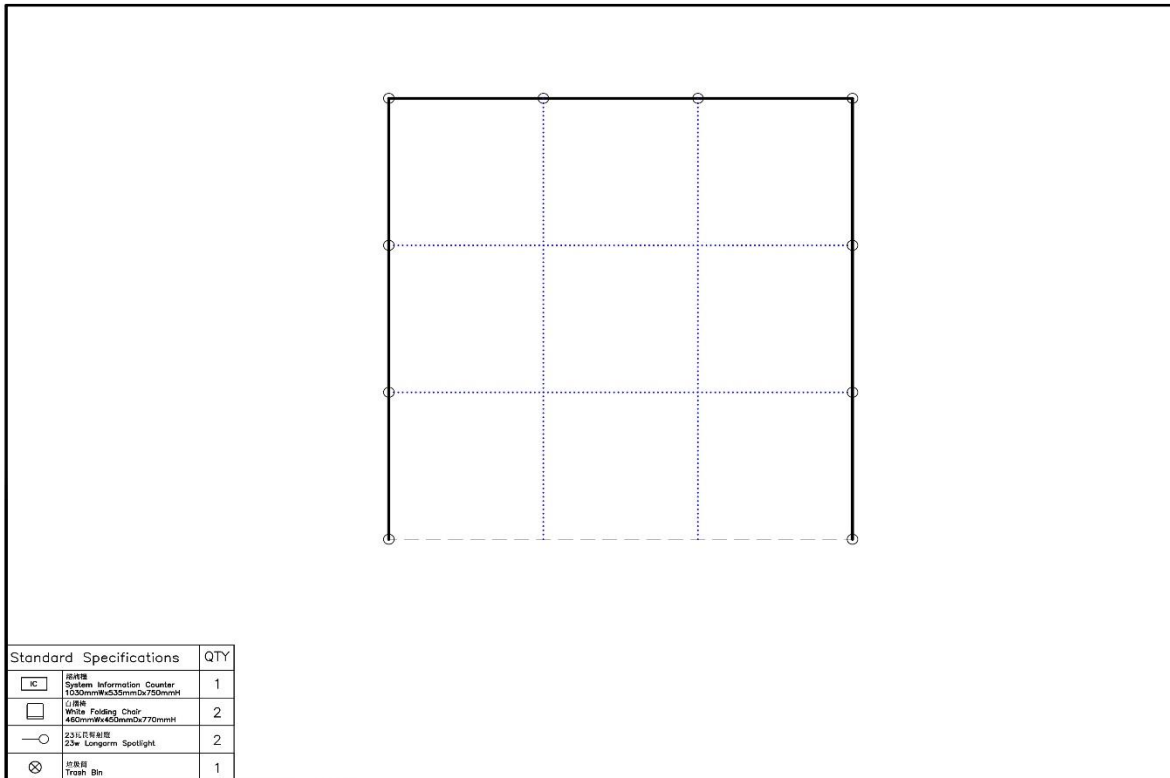
Please indicate the facilities layout with symbols below:

Standard Specifications	
	諮詢檯 <b>System Information Counter</b> 1030mmWx535mmDx750mmH
	白摺椅 <b>White Folding Chair</b> 460mmWx450mmDx770mmH
	23瓦長臂射燈 <b>23w Longarm Spotlight</b>
	垃圾筒 <b>Trash Bin</b>

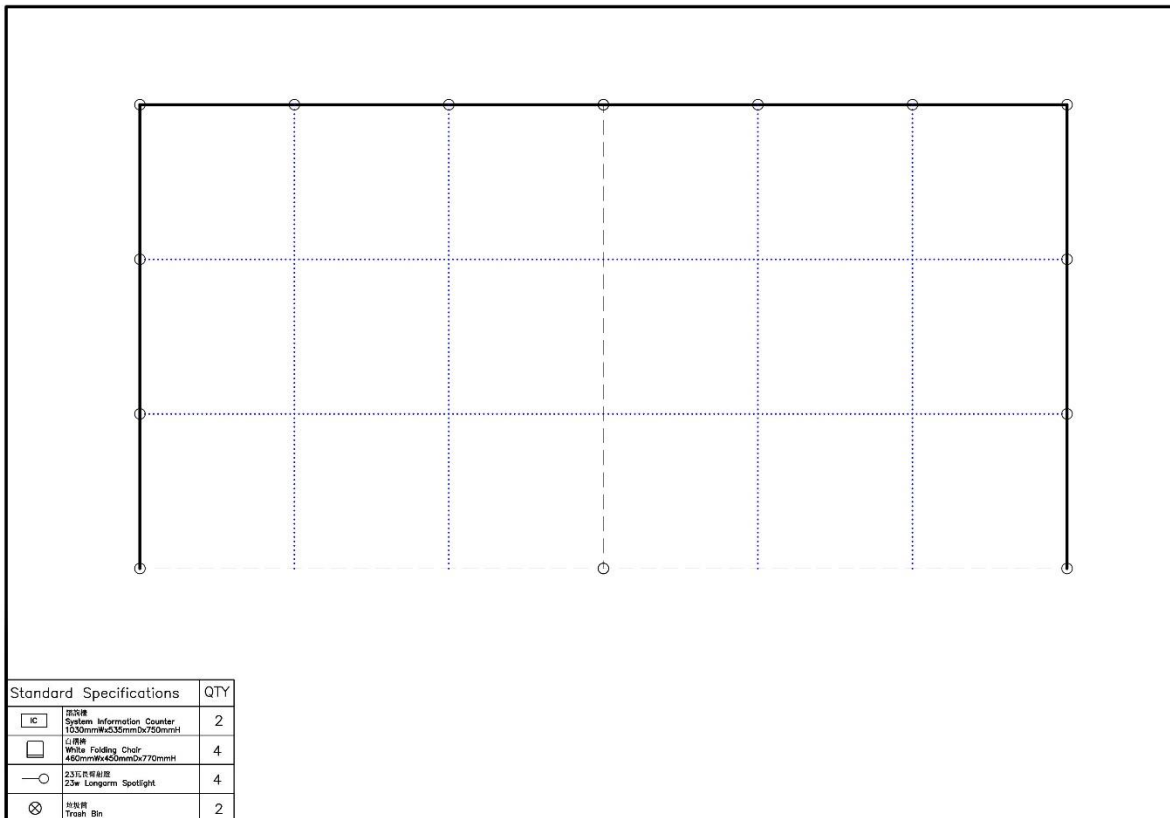
Any additional order items please make a symbol with items name.



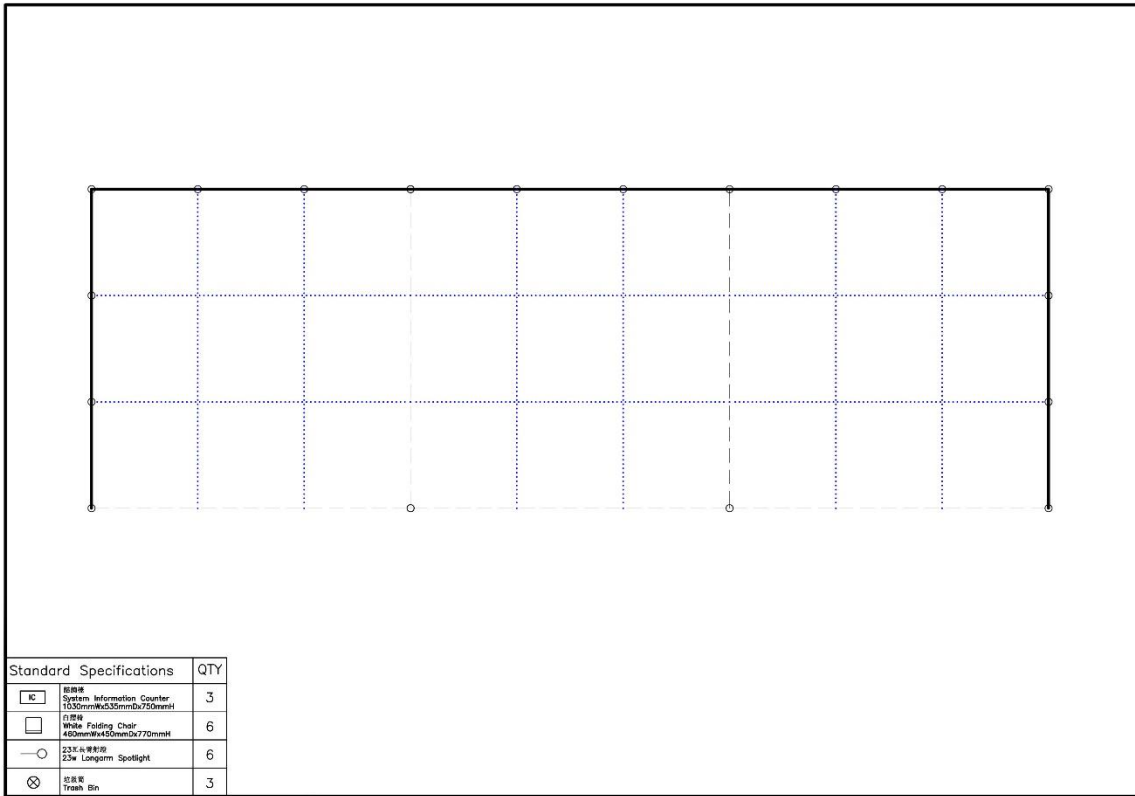
## Customized Layout of 9sqm Standard Booth



## Customized Layout of 18sqm Standard Booth



## Customized Layout of 27sqm Standard Booth



Remarks:

1. Exhibitors are not allowed to fix the partitions, floor and ceiling within the booth (such as tapes, nails, etc.). In case of any damage, exhibitors have to compensate for the loss accordingly.
2. Exhibitors cannot dismantle any lighting once they have already been installed by official contractor Pico.
3. Cancellation of any orders must be submitted in writing. Cancellation on or after the deadline **23 Nov 2023** is subject to a 30% cancellation charge. No cancellation will be accepted on / after **24 Nov 2023**.
4. Booths located within 1m area under smoke curtain are subject to 2.5 meters height limit.

Booth Number: \_\_\_\_\_

Please return form by mail:

Company Chop.: \_\_\_\_\_

Pico International (HK) Ltd / Mr Ian Li

Date: \_\_\_\_\_

Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com)

# Form A4 – Additional Graphics Support for Standard Booth (Optional)

**Deadline: 27 Oct 2023**

All additional graphics is subject to quote; exhibitor who would like to have additional graphics in booth, please contact Mr Ian Li from Pico International (HK) Ltd,

Mr Ian Li

Tel: (852) 2660 0990

Email: [ian.li@pico.com](mailto:ian.li@pico.com)

\*Please note all logo, image, content and print ready files are provided by exhibitor in Ai/tiff/eps or PDF format with high resolution. (600dpi)

\*The production lead-time of graphics is 14 days prior to the move-in date

\*Maximum height of graphics cannot exceed the booth height 2.5M

\*All additional graphics cannot exceed booth boundary

\*100% payable upon confirmation and on or before 21 Nov 2023.

# Form A5 – Additional Furniture Rental (Optional)

**Deadline: 27 Oct 2023**

Ref.	Description	HKD	QTY	Total Amount
S1	System Information Counter (1030L x 535W x 750Hmm)	500		
S2	System Square Table (700L x 700W x 715Hmm)	420		
F3	Square Coffee Table (600Lx 600W x 450Hmm)	300		
F4	Round Table (80Ø x 750Hmm)	550		
F5	Meeting Table (1500L x 600W x 750Hmm)	650		
F6	Black Leather Chair (570W x 440D x 455Hmm)	300		
F7	Folding chair (460W x 400D x 455Hmm)	90		
F8	Black Bar with Backrest (800Hmm)	500		
F9	Lockable Cupboard (1030L x 535W x 750Hmm)	700		
F10	Wooden Display Shelf (Flat) (1000L x 300Dmm)	350		
F11	Wooden Display Shelf (Slope) (1000L x 300Dmm)	350		
S12	System Tall Glass Showcase with 2nos. LED Downlights (1030L x 535W x 2470Hmm)	3500		
S13	System Low Glass Showcase (1030L x 535W x 1000Hmm)	1900		
S14	System Tall Display Cube (535L x 535W x 750Hmm)	600		
S15	System Low Display Cube (535L x 535W x 500Hmm)	500		
F16	90L Refrigerator (exclude power socket) (460L x 440W x 690Hmm)	2200		
F17	Wastepaper Basket	30		
F18	Single Wall Panel (1000W x 2500Hmm)	500		
F19	Single Wall Panel (500W x 2500Hmm)	350		
F21	Folding door with lock(1000Wmm)	575		
F23	Barrier (2 poles with rope)	390		
F27	Catalogue Rack (280mmL x 250mmW x 1210mmH)	650		
	Additional charge 30% After 28 Oct 2023 / 50% After 1 Dec 2023		30% / 50%	
			<b>TOTAL:</b>	

**Remark:** All items listed above are on rental basis for shell scheme booth. Any damage or loss will be charged at market value. All Furniture would be installed at Pico's discretion.

- No amendments to orders can be made once submitted. Cancellation of any orders must be submitted in writing. Cancellation on or after the deadline 23 Nov 2023 is subject to a 30% cancellation charge. No cancellation will be accepted on / after 24 Nov 2023.

Booth Number: \_\_\_\_\_

Please return form by mail:

Company Chop.: \_\_\_\_\_

Pico International (HK) Ltd / Mr Ian Li

Date: \_\_\_\_\_

Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com)

## Furniture Reference Photo



S1  
system Information Counter  
(1030Lx 535W x 750Hmm)



S2  
system Square Table  
(700L x 700W x 715Hmm)



F3  
Square Coffee Table  
(600L x 600W x 450Hmm)



F4  
Round Table (800r.m. x  
750Hmm)



F5  
Meeting Table (1500L x  
600W x 750Hmm)



F6  
Black Leather Chair  
570W x 440D x 455Hmm



F7  
White Folding Chair  
( 460W x400D x 455Hmm)



F8  
Black / White Bar with  
Backrest  
(800Hmm)



F9  
Lockable Cupboard  
(1030L x 535w x  
750Hmm)



F10, F11  
Wooden display Shelf  
(Slope/Flat)  
(100L x 300Dmm)



F12  
System Tall Glass Showcase  
with 2no. Of downlight  
(1030L x 535W x 2470Hmm)



F13  
System Low Glass Showcase  
(1030L x 535W x 1000Hmm)



F14, F15  
System Tall/ Low Display Cube  
1030/535L x 535W x  
750/1000Hmm)



F16  
90L Refrigerator (exclude  
power socket) (460L x  
440W x 690Hmm)



F17  
Waste Paper Basket



F18, F19  
Single Wall Panel  
(500- 1000W x 2500Hmm)



F27  
Catalogue Rack  
280mmL x 250mmW x  
1210mmH

**\*Photo for reference only and based on rental basis.**

**Please mail to Mr Ian Li / Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com) for more information.**

**More furniture and system items are available on your request.**

# Form A6 – Additional Electrical Rental (Optional)

**Deadline: 27 Oct 2023**

Ref.	Description	HKD	QTY	Total Amount
L1	23W energy saving spotlight (yellow light)	420		
L2	23W energy saving long arm spotlight (yellow light)	450		
L3	23W energy saving spotlight (White light)	420		
L4	23W energy saving long arm spotlight (White light)	450		
L7	40W Fluorescent Tube (1220mmL) (white light)	420		
L8	50W LED Floodlight (white light)	800		
L9	50W COB LED Floodlight	800		
L10	500W Single Phase Square Pin Power Socket for one electrical appliance only	900		
L11	1000W Single Phase Square Pin Power Socket for one electrical appliance only (Not for lighting)	1,380		
L12	2000W Single Phases square Pin Power Socket for one electrical appliance only (Not for lighting)	2,590		
L13	3000W Single Phases square Pin Power Socket for one electrical appliance only (Not for lighting)	3,470		
L17	500W Single Phase Square Pin Power Socket for one electrical appliance only (Not for lighting) (24Hrs)	1,470		
L18	1000W Single Phases square Pin Power Socket for one electrical appliance only (Not for lighting) (24Hrs)	2,980		
L19	15Amp Single Phase (220V) for lighting connection and power supply for electrical appliances	6,420		
L20	30Amp Single Phase (220V) for lighting connection and power supply for electrical appliances	11,940		
L21	15Amp Three Phase (380V) for lighting connection and power supply for electrical appliances	18,280		
L22	30Amp Three Phase (380V) for lighting connection and power supply for electrical appliances	34,630		
	Additional charge 30% After 28 Oct 2023 / 50% After 1 Dec 2023		30% / 50%	
			<b>TOTAL:</b>	

**Remark:**

1. All items listed above are on rental basis.
2. **No multiplug is allowed to be used.**
3. All lighting would be installed at Pico's discretion. Any alteration or relocation on site will be at the expense of exhibitors.
4. No amendments to orders can be made once submitted. Cancellation of any orders must be submitted in writing. Cancellation on or after the deadline 23 Nov 2023 is subject to a 30% cancellation charge. No cancellation will be accepted on / after 24 Nov 2023

Booth Number: \_\_\_\_\_

Please return form by mail:

Company Chop.: \_\_\_\_\_

Pico International (HK) Ltd / Mr Ian Li

Date: \_\_\_\_\_

Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com)

# Form A7 – Additional AV & Other Facilities Rental (Optional)

**Deadline: 27 Oct 2023**

Ref.	Description	HKD	QTY	Total Amount
V1	40" LED TV with media player (Exclude Socket)	3,000		
V2	55" LED TV with media player (Exclude Socket)	5,000		
V3	60" LED TV with media player (Exclude Socket)	5,600		
V4	70" LED TV with media player (Exclude Socket)	7,000		
V5	80" LED TV with media player (Exclude Socket)	11,000		
V6	Removable TV Stand	1,000		
V7	2mH Metal Truss Stand for Screen	2,250		
V8	Telephone Line (Local calls only)	1,500		
V9	Visa/EPS line (Not included Single Phase Socket, Card machine and EPS account)	1,860		
V10	Centre internal wiring for Private Circuit (CIW) (2 telephone wires for voice and/or data)	2,040		
V11	2M bps Dynamic Broadband Line (Additional Deposit HK\$4,000)	4,950		
V12	5M bps Dynamic Broadband Line (Additional Deposit HK\$4,000)	7,570		
V13	5M bps Broadband Line with 1 Fixed IP Address (Additional Deposit HK\$5,000)	7,770		
	Additional charge 30% After 28 Oct 2023 / 50% After 1 Dec 2023		30% / 50%	
			<b>TOTAL:</b>	

**Remark:**

1. All items listed above are on rental basis
2. All AV items would be installed or handled at Pico's discretion. No amendments to orders can be made once submitted. Cancellation of any orders must be submitted in writing. Cancellation on or after the deadline 23 Nov 2023 is subject to a 30% cancellation charge. No cancellation will be accepted on / after 24 Nov 2023

Booth Number: \_\_\_\_\_

Please return form by mail:

Company Chop.: \_\_\_\_\_

Pico International (HK) Ltd / Mr Ian Li

Date: \_\_\_\_\_

Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com)



## AV AND OTHER FACILITIES



V1  
40" LED TV



V2  
55" LED TV



V6  
Removable TV stand



V7  
Metal Truss Stand for  
Plasma Screen

\*Photos for reference only

\*All AV items are based on rental basis and subject to stock list.

**\*Photo for reference only and based on rental basis.**

**Please mail to Mr Ian Li / Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com) for more information.**

**More AV items are available on your request.**

## Form B3 – Vehicle Pass (Optional)

To improve the traffic control, exhibitors must apply for the vehicle pass on or before 10 Nov 2023. The vehicle pass is non-refundable. The Organizer and HKCEC will mark the serial number and loading/unloading time for record during the exhibition period.

Type of Vehicle Pass:

1. Contractor Vehicle Pass – Only available for non-official contractor of standard booth decoration and raw space.
2. Exhibitor Vehicle Pass – Available for EXHIBITOR only
3. Standard Booth exhibitors would be given 2 Exhibitor Vehicle Pass for each 9 sqm booth.
4. Raw space exhibitors would be given 4 Exhibitor Vehicle Pass and 4 contractor Vehicle Pass for each 18 sqm booth.

Hall	Vehicle Pass	Date	Time	Additional Vehicle Pass unit cost	Qty	Amount
Hall 5F	Move In (Contractor Vehicle Pass)	6-7 Dec 2023	14:00 - 22:00	HKD 20.00		
	Move In (Exhibitor Vehicle Pass)	7 Dec 2023	14:00 - 22:00			
	Move Out (For Exhibitor)	10 Dec 2023	15:30 – 18:00			
	Move Out (For non-official Contractor)	10 Dec 2023	18:00 - 22:00			
	Move Out (For Grab-Mounted Lorries Use)	10 Dec 2023	22:00 - 23:30			

### Terms of Use of Vehicle Pass

1. All Lorries/ Light Goods Vehicles MUST first report to the Tsing Yi Vehicle Marshalling Area and show the valid Vehicle Pass at the entrance before queuing.
2. Vehicle can only arrive Marshalling Area at Tsing Yi less than 1 hours before the entitled time.
3. A Trip Ticket will be issued to the drivers at appropriate time at Tsing Yi Vehicle Marshalling Area
4. The Driver must present both a valid Vehicle Pass and Trip Ticket to enter the HKCEC Loading Area.
5. Vehicle Pass is for one-time use only.
6. The free-of-charge loading/unloading time during the expo period is limited to 45 minutes. Overtime parking will be recorded and penalized by HKCEC.

If exhibitors fail to comply with the rules below, the Organizer reserves the right to penalize such exhibitors by charging penalties.

1. All materials and exhibits delivery must be completed during the entitled time.
2. Prohibit to place any materials, tools or goods to another booths area, entrance or emergency exit area.
3. All booth construction and shelf installation must be completed during the entitled time.
4. All exhibitors must use a loading bay for loading/unloading exhibits.
5. No hammering of nails, drilling or making holes on wall partitions will be permitted. All items are on rental basis only and exhibitors must not make any damage/loss during the period of rental. The exhibitor is liable for all damage, the costs of replacement or repair, whatever has led or given rise to this, shall be borne by the exhibitor. Pico reserves the right to the final decision in all matters pertaining to the charges.

Booth Number: \_\_\_\_\_

Please return form by mail:

Company Chop.: \_\_\_\_\_

Pico International (HK) Ltd / Mr Ian Li

Date: \_\_\_\_\_

Tel: (852) 2660 0990 / Email: [ian.li@pico.com](mailto:ian.li@pico.com)

**THE END**